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# OFFICE OF TRAINING BULLETIN

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JUNE 1961

## REVISED SCHEDULE OF COURSES JULY-DECEMBER 1961

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CLANDESTINE SERVICES EDITION

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# The BULLETIN BOARD



## AERIAL PHOTOGRAPHIC FLIGHT AND INDUSTRIAL TOUR NEW FEATURES OF MAP AND PHOTO INTERPRETATION COURSE

Photographic reconnaissance of the Soviet Union and other denied areas is a high priority intelligence requirement. This priority will continue for the foreseeable future.

There are a number of feasible, different ways to conduct this reconnaissance. The high-flying U-2 planes were an example of a highly imaginative, successful, and extremely valuable system of accomplishing this reconnaissance; conducting photographic espionage. Presently, the U. S. has in the development stage a satellite reconnaissance system, the so-called "spy-in-the-sky" satellite, which should be able to perform a number of reconnaissance tasks and produce useful information on the great majority of intelligence targets. Other aerial and ground photography collection exploitation programs demonstrate still different ways of conducting photographic espionage.

Recognition of the importance to intelligence of effective exploitation of all types of photography as a source of foreign intelligence and the intelligence potentialities inherent in new reconnaissance systems being developed led to the establishment of a National Photographic Interpretation Center (NPIC) on 18 January 1961.

It is not enough, however, to have successful systems in existence and on the planning boards. A photograph, no matter how fine or how difficult or costly to acquire, is of no value until someone extracts and interprets the information contained in the photograph. The degree to which this is effectively accomplished

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**AERIAL PHOTOGRAPHIC FLIGHT AND INDUSTRIAL TOUR (cont'd)**

determines the intelligence value of any photograph. This value can be enhanced greatly if the effective use of photography is more widely understood in the Agency. This understanding is one of the objectives of the photo interpretation phase of the Intelligence Research (Map and Photo Interpretation Course).

The grounding of U. S. high-altitude reconnaissance aircraft in May 1960 caused the intelligence community to become even more dependent on the exploitation of photography from other functioning sources. However, the intelligence value of photographic espionage can be increased greatly if there is a more widespread knowledge of the type of photography and the methods and procedures needed to maximize the intelligence potential and exploitation of the photography acquired by the Clandestine Services, OO, and OCR.

The people most qualified to determine what is needed for good intelligence photography are the photo interpreters whose profession is the extraction of information from photography and its interpretation. These "glass-eyed spies," so-called because one of their key tools is a stereoscope, can squeeze amazing amounts of information from photographs which would appear uninteresting and harmless to the uninitiated. Nevertheless, a great deal of intelligence value can be lost in the taking of the photographs, in the processing and handling of the film, and equally as much in the method of exploitation or the lack of it. Therefore, to guide the procurement and exploitation of photography more effectively, Agency people engaged in these programs should thoroughly know and understand the needs and techniques of photo interpretation. No amount of reading material, book-dispatches, or lectures in training programs will spread the know-how of taking and using intelligence photography as much as practical training experience. You learn by doing!

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AERIAL PHOTOGRAPHIC FLIGHT AND INDUSTRIAL TOUR (cont'd)

mill, and a tinplate mill are visited and their operations are explained. The tour gives each student an opportunity to compare his photo interpretation analysis made from aerial photography with the actual installations on the ground. The aerial appearance and size of buildings and equipment in the plant can be compared with their actual ground appearance, size, and functions. After the tour the students have a better understanding of the relationships between surface features as they appear on aerial photographs and as they actually exist on the ground and of the use of key recognition features to deduce the functions of various structures.

Photo intelligence accounted for 80 to 90 percent of all Allied intelligence during World War II and the Korean conflict. Today, our cameras, film, and processing equipment are many times better. In addition, tremendous advances have been and are being made in new photo interpretation techniques and equipment. The limits of photography in its application to the intelligence field cannot be foretold. However, the extent to which these limits are exploited will depend upon the training and understanding acquired of the effective procurement, use, and application of all types of photography.

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NOTE: The next Intelligence Research-Map and Photo Interpretation Course will be conducted from 2 October through 3 November (part-time, 50 hours). For additional information, call the Chief Instructor, [REDACTED] on extension 4168.

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"GUIDELINES FOR EFFECTIVE TRAINING"

As forecast in the March-April 1961 Bulletin, a revised, "sanitized" version of the "Guidelines for Effective Teaching" is now available. The new manual, "Guidelines for Effective Training," dated April 1961, is non-attributable, and all references to the Office of Training and other Agency components and activities have been removed. It is unclassified. The format has been changed slightly to a 6" x 9" "paperbound" size, the layout revised to permit easier reading, and more space allowed for notes at the end of each major section.

Copies for Headquarters use can be requested from the Educational Specialist, OTR, 1365 R&S, extension 8017. Copies for release overseas are obtained from the component in the Operations School which is concerned with field dissemination (extension 8861).

RECREATION ASSOCIATION PUBLISHES NEWSLETTER

The Recreation Association Newsletter has been published by the Agency for the past nine years and has undergone many changes in an effort to make it a more interesting paper. In the beginning it dealt primarily with sports and club news. However, it is now being expanded to inform people of Government employee services available to them in addition to telling them about items of interest and events going on in Washington and surrounding areas. The ultimate aim is to be of service to Agency employees in some way and to try to have something of interest for everyone in its monthly issues. If anyone has an item he would like explained or discussed in the paper, or something he would like to tell others, any and all suggestions are welcome. Please call extension 4077 for additional information or extra copies of the Newsletter.

FIVE CLERICAL COURSES OFFERED IN REFRESHER PROGRAM

Although information on clerical testing is regularly included in the Bulletin, an explanation of the entire Clerical Refresher Training Program (CRTP) at this time might be of assistance to some of our readers.

CRTP was originally started with three objectives: to assist clerical employees to meet Agency standards in typing and shorthand, to reactivate dormant knowledges or skills, and to prepare clerical personnel for special or overseas assignments. Five separate courses make up this "package" of refresher training: Shorthand Theory

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FIVE CLERICAL COURSES OFFERED IN REFRESHER PROGRAM (cont 'd)

Review, Intermediate Shorthand Dictation, Advanced Shorthand Dictation, Typing Techniques Review, and English Usage Review. Employees can take them singly or in combination. All classes are conducted on the fifth floor, 1016 16th Street and are scheduled so that students spend as little time as possible in transit.

Each Program runs four weeks. Classes in shorthand and English meet 1½ hours a day; typing, one hour. A pretest is required for shorthand so that students can be placed at the correct level of instruction. This test is given at 16th Street on the Thursday before CRTP begins. Training Officers are notified by CTF/TR as to which of their students should report for the test.

Shorthand Theory Review develops the student's ability to construct appropriate Gregg characters and to transcribe dictation at 50 words a minute or faster with 98% accuracy. In the Intermediate course students are taught to transcribe with 98% accuracy material dictated at 70 words a minute, and in the Advanced course the objective is to transcribe with the same accuracy material dictated at 80 words a minute or faster. In Intermediate and Advanced Dictation, those who transcribe an official test dictated at 80 words a minute and have no more than five errors, meet the Agency's standards for this skill.

Speed and accuracy are developed in Typing Techniques Review for those who have a basic knowledge of the keyboard. Individuals who type an official time-test for ten minutes and have a net score of forty correct words a minute meet the Agency's requirements.

Rules of grammar, punctuation and capitalization as well as sentence structure and word usage are covered in English Usage Review. It is directed to typists and stenographers but it has proved helpful to non-clerical employees who need to review the basic mechanics of grammar.

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[REDACTED] of the Clerical Training Faculty will discuss any elements of CRTP in greater detail. They can be reached on extension 2100.

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FILL OUT TRAINING REQUESTS CAREFULLY!

Once again we want to remind Training Officers that an explanation of an employee's present or projected job assignment should be included on each training request. Terms such as "Intelligence Assistant" or "Case Officer" should be accompanied by additional information.

CURRENT INTELLIGENCE BRIEFINGS

The Office of Current Intelligence will conduct three briefings in June in conjunction with OTR's Intelligence Orientation Course. These will be presented in the R&S Auditorium on 9 June, 16 June and 23 June from 12:30 to 1:00 p.m. Agency employees are invited. There is no formal registration.

AGENCY TRAINING RECORDS DISTRIBUTED

Agency Training Records for individual components have been distributed by the Registrar's Office. Included are accredited courses given by the Office of Training, those given by DDP's Technical Services Division, the Logistics Support Course given by the Office of Logistics, and selected external programs. These listings are based on Table-of-Organization information received by the Machine Records Division and show the record of staff employees only through 31 December 1960.

Recorded external training now includes Senior Officer Courses (National War College, Army War College, Industrial College of the Armed Forces, Armed Forces Staff College, Air War College, Naval War College, Dept. of State's Senior Seminar); Management Courses at Army Mgt. School, Fort Belvoir; Harvard University; Universities of Chicago and Pittsburgh; Brookings Institution; and the American Management Association; language training sponsored by OTR; and Missile and Weapons Orientations. Other external courses will be added in subsequent editions.

For information on training completed since 31 December, or to report any corrections or additions to the Training Record, please contact [REDACTED] in the Admissions and Information Branch/TR, extensions 8272 or 8273.

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CALL ON RECORDS MANAGEMENT STAFF FOR ASSISTANCE

The Agency's Records Management Staff stands ready to assist offices in all components and will offer guidance and training in all phases of paperwork control. Examples are:

Forms design, preparation, and control  
Correspondence methods and improvement  
Reports analysis and management  
Filing systems and procedures  
File equipment and supplies  
Office equipment and related procedures  
Record keeping surveys and analysis  
Record retention and disposal schedules  
Vital Materials selection and storage  
Records Center storage and service  
Archives preservation

For further information or to request specific assistance in any of the above fields, contact the Records Management Staff on extension 2468 or the Records Officer assigned to your area.

CHINA FAMILIARIZATION COURSE

The Language and Area School is opening the China Familiarization Course to interested Agency personnel, beginning with the fourth offering, 19 June 1961. The program was originally developed by the Language and Area School last February in collaboration with the Clandestine Services' Far East Division as part of a training program for both professional and clerical personnel. The success of the course has prompted both the FE Division and the Language and Area School to make the one-week, full-time program available to other offices in the Agency.

The course is divided between language familiarization and area familiarization, with emphasis on the former. Language familiarization includes training in the pronunciation of Chinese names, use of the Wade-Giles system of recording Chinese syllables, and use of the "telecode" book of Chinese characters. Area familiarization stresses the contemporary factors of the People's Republic of China, its political-governmental structure, geography, the economic aspects of the regime's administration, and the personalities of both the Peking and Taipei governments.

The course will be offered six times a year, approximately once every two months. A number of the slots are reserved for the Far East Division and all other registrations will be accepted in order

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CHINA FAMILIARIZATION COURSE

of their receipt with a maximum enrollment of ten. Registrations are now open for 19 June and all instruction is given in the Washington Building Annex (Arlington Towers).

AN EXPERIMENTAL SELF-TEACHING COURSE IN BEGINNING RUSSIAN

Articles in recent issues of the Bulletin have commented on a new method of instruction called programmed learning. The essence of this method, which is the one used with teaching machines, lies in the careful sequencing of small steps of instruction called a "program." Such a program tries to lead the student to a mastery of course materials in much the same way that a tutor would do it-- presenting only as much as the student can absorb at one time, getting him to demonstrate his understanding, correcting his mistakes immediately, and allowing him to proceed just as fast as he can comfortably go.

Only limited materials of this type are now available to teach foreign languages. Among these is a series of so-called "instant" language training materials. These have been published so far in Russian, German, French, Spanish, and Italian.

The Language and Area School, in an effort to explore the usefulness of the "instant" language materials, is prepared to offer sets of "Instant Russian" to a limited number of volunteer students for home study. "Instant Russian" consists of two long-play records, student manuals, and a dictionary. The materials are designed so that by the end of his training, the student is expected to have a vocabulary of about 1000 phrases and 3500 words. He will not speak like a native, but he is expected to have enough command of the language to be able to ask his way about town, to order meals, or to buy railway tickets. And, according to statements by the publisher, he should be able to accomplish this in about half the time required by older methods.

Each student will be required to take the Foreign Language Aptitude Test Battery, to keep track of the time he studies, and to take a brief test at the end of his training. The program is expected to take about two or three months to complete.

25X1A9a      Anyone who has the necessary long-playing phonograph is eligible to apply. For further details, call [REDACTED] x2873 or x2874.

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VOLUNTARY LANGUAGE TRAINING PROGRAM

The Voluntary Language Training Program (off-duty hours) began its Spring-Summer Semester 1961 with 207 students enrolled in 28 classes. Languages were: Chinese, French, German, Italian, Japanese, Russian, Spanish, and Swedish. The increased enrollment of 67 additional students this semester is largely because courses at the elementary level in French, German, Italian and Spanish were reinstated. This semester began with three sections each in French 101 (Elementary), German 101, and Spanish 101 and two sections in Italian 101. In addition, renewed interest in the Group III languages is evidenced by the fact that Chinese 101 and Japanese 101 are also being given.

Enrollment at the 200 (Intermediate) level held steady, with classes in Chinese 203, French 202, German 201, and Spanish 202. This semester, for the first time, four Seminars (advanced) are being given, in French, German, Russian and Spanish. These Seminars, intended to help students maintain Intermediate or High proficiency in a language, meet for three hours per week.

Registrations are now being accepted for the VLTP Fall-Winter Semester 1961-1962, beginning on 11 September 1961. The new semester will end on 16 February 1962. There will be a two-week break for the Christmas-New Year holiday season. Training Officers and prospective students should note that the deadline for registrations for the Fall is 14 August 1961.

Based on sufficient enrollment, the following courses will probably be offered next semester:

Chinese 101, 102 and 204  
French 101, 102, 201 and Seminar  
German 101, 102, 202 and Seminar  
Italian 101 and 102  
Japanese 101 and 102  
Russian 101, 102, 103 and Seminar  
Spanish 101, 102, 201 and Seminar

In addition, any course for which a minimum of five students is registered for a given level and in a language for which an instructor is available will also be given.

Reminders:

1. Be sure all copies of the Request for Internal Training (Form 73) are properly completed.
2. If applicant has never taken internal or sponsored external language training before, the Foreign Language Aptitude Test (FLATB)

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VOLUNTARY LANGUAGE TRAINING PROGRAM (cont'd)

is required. In this case, TOs should make arrangements for the applicant to be scheduled for the test.

3. If applicant had language training before entering on duty and has not yet taken the Agency Proficiency Test in the language in which he is applying, this test should be scheduled as soon as possible. This is a requirement for acceptance in all 200 level and Seminar classes. No one who is not Intermediate or High in Reading and in all aspects of Speaking will be admitted to the Seminars.

4. All applications should be in the Registrar's Office by 14 August 1961.

5. Each student will be notified by phone of time and location of his class a few days before 11 September.

6. Training Officers will receive lists of students in their components, indicating which classes they are attending, as soon after 11 September as these can be compiled.

All questions concerning registration should be addressed to the Admissions and Information Branch/RS/TR, extension 8272 or 8273. Questions on requirements and placement in all classes above the 101 level should be referred to the Voluntary Language Training Office, Language and Area School, extensions 2470 or 2873.

CLERICAL TESTING

Clerical Skills Qualification Tests for employees who have to meet the Agency's requirements in typing and shorthand are scheduled to be given on 26 June, 10 July, 31 July in Room 508, 1016 16th Street. Typing is at 1:15 and shorthand at 2:00. Supervisors or Placement Officers can register employees directly, by calling Clerical Training, extension 2100.

Results of the tests are sent by CT/TR to Placement Officers. Individuals who fail to meet the required standards must wait five weeks before they may be retested.

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REMINDER TO THOSE IN EXTERNAL TRAINING

Employees who have been sponsored for external training programs are reminded of the requirement to submit three copies of "Report of Training at Government Expense (Form 1049)" to the Chief, External Training Branch/RS at the completion of training. In the case of a full-time program, extending for a semester or longer, a narrative report covering essentially the same points which appear on Form 1049 is preferred. Students are urged to be especially objective in their evaluations. C/ETB sends a copy of the report to the Office of Personnel for inclusion in the employee's 201 file and retains the other two copies in his office. These reports are of particular benefit to OTR in its planning for future use of particular external facilities.

INTELLIGENCE REVIEW COURSE WILL BE GIVEN AGAIN IN OCTOBER

A third 80-hour Intelligence Review course has been scheduled by the Intelligence School for the two weeks of 2 to 13 October. It will again be a full-time instruction and classes will meet in the R & S Auditorium.

This course presents an opportunity for experienced personnel to examine the current status of the intelligence profession and to discuss future trends as well as organizational changes and relationships affecting their duties and responsibilities to the Agency. Current status of the intelligence process, the development and interrelationships of the intelligence community, intelligence objectives and requirements, and the problems of coordination are reviewed. In addition, the support structure of the Agency is discussed and final sessions are devoted to a review of the current status of International Communism and a comparison of the Sino-Soviet Bloc and the U. S. as a World Power.

Completion of the Intelligence Orientation course and five years' experience with the Agency or the equivalent in experience are prerequisites. It is recommended especially, that nominees to Senior Officer Courses (National War College, Armed Forces Staff College, Industrial College of the Armed Forces, Air War College, Army War College, Naval War College, Dept. of State's Senior Seminar) take either the Intelligence Review course or the Clandestine Services Review course before going to an SOC.

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COMMUNIST PARTY ORGANIZATION AND OPERATIONS COURSE

The Communist Party--its organization, development, and structure--is examined in detail in Communist Party Organization and Operations, an eighty-hour course conducted by OTR's School of International Communism. It runs for three weeks and classes meet from 8:30 to 12:30 each day. Completion of Phase II of the Intelligence Orientation Course (Introduction to Communism) or equivalent training is a prerequisite for this instruction.

Basic principles of Communist Party organization are covered in the introduction as well as the application and development of these principles through the history of the movement. An intensive analysis is made of the structure, functions and day-to-day operations of open and underground Parties and front organizations. Emphasis is placed on cadre, agitprop, front, mass action, underground, and espionage activities as illustrations of how the Communists exploit organizational assets to accomplish their long-range aims. Finally, there is an examination of inter-Party relations, as an aspect of the larger problem: coordination of the International Communist movement.

25X1A9a      For a discussion of course content or for further information, the Chief Instructor, [REDACTED] should be contacted on extension 3529.

The next CPO&O Course will be given on 2 October.

SURVEY OF BUDGETING COURSE SCHEDULED FOR OCTOBER

The Office of the Comptroller has scheduled a twenty-hour Survey of Budgeting Course from 5 September through 5 October. Classes will meet from 1:00 to 3:00 p.m. on Tuesdays and Fridays in Room 2103 Alcott Hall.

Three major budgetary processes--preparation, approval and execution--are covered in the course, with special emphasis on application and adaptations to the Agency. Basic principles of the current Government budgetary system, executive-legislative relationships, and political-economic relationships are also included. The course is open to those staff employees who need a non-technical survey of budgeting and is especially helpful to administrative officers and program planners.

25X1A9a      To register or obtain additional information on course coverage, the Comptroller Training Officer, [REDACTED] should be contacted on extension 4454.

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ORIENTATION FOR TRAINING ASSISTANTS

Since July 1959, members of the Registrar Staff have been giving one-day orientations to Training Assistants and to other individuals who are responsible for supporting plans and arrangements for training Agency personnel. The orientations were conducted on a non-scheduled basis until recently. Now the plan is to give one on the second Thursday of every month--and for no less than five people.

An orientation covers the policies and procedures that apply to admitting personnel to internal and external courses. It also includes an explanation of information on Agency courses and external programs that are available in the Registrar's Office and the ways and means the Admissions and Information Branch especially uses to bring this information to OTR's customers.

Training Officers, Personnel Officers, and supervisors are invited to send their personnel to one of these orientations. Registration is handled informally, through Training Officers who can register the names directly with [REDACTED], extension 8271.

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THIS SHOULD HELP--

As an aid to Training Officers, these are the individuals in the Admissions and Information Branch who are concerned with registrations in OTR's courses.



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Operations School  
Area courses, including AAOs  
Non-Agency personnel enrolling in  
Agency courses

Intelligence School  
School of International Communism

Language courses  
Agency Training Record

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# *External* PROGRAMS

In this section are summaries of selected external training programs and course offerings which we believe are of professional interest.

Information on curricula, requirements, tuition and other facts about a course can be obtained from the Admissions and Information Branch, extension 8271, where a collection of catalogs, brochures, directories, and similar publications of major academic, commercial, and Government institutions is maintained.

The programs may be attended under Agency sponsorship, depending on budget considerations, benefit of the training to the Agency, and suitability of the training with respect to the individual's career development plan. Enrollment of employees in Agency-sponsored programs is arranged by the Chief, External Training Branch, extension 8908. Prospective trainees, supervisors, and Training Officers are asked not to communicate directly with the institution unless instructed by the Chief, External Training Branch to deal personally with the institution and make arrangements for his own enrollment.

For the person who takes a course of instruction at his own expense, and independent of the Agency's direction, interest, or sponsorship, enrollment is governed only by the Agency's security policy.

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NATIONAL RADIO INSTITUTE

The National Radio Institute (NRI), 3939 Wisconsin Avenue, Washington 16, D. C., has full-time correspondence programs of training for careers in the field of electronics. They offer courses in:

Radio and TV Servicing  
Radio and TV Communications  
Electronics--Principles, Practices, Maintenance  
Servicing Electrical Appliances

NRI has prepared its courses for those with an aptitude for mechanical and electrical subjects. A high school education is desirable but not required. Successful completion of a basic course in algebra is a prerequisite for Radio and TV Communications, and the Electronics courses.

The Institute is accredited by the Accrediting Commission of the National Home Study Council. A diploma is awarded upon completion of a course.

PH.D. PROGRAM IN LINGUISTICS AND LANGUAGE - GEORGETOWN UNIVERSITY

Georgetown University has announced a new program leading to the Ph.D. in Linguistics and Languages with majors in (1) Theoretical Linguistics, (2) Linguistics Applied to English as a Second Language, and (3) Foreign Languages, starting September 1961.

Foreign Language concentrations are offered in French, German, Russian and Spanish. Arabic, Chinese, Japanese, Italian, and Portuguese will be added later. A limited number of three-year fellowships covering tuition and maintenance will be awarded annually.

SOUTH ASIAN LANGUAGES - THE UNIVERSITY OF CHICAGO

Until recently the University of Chicago and several other universities in this country limited their teaching and research of South Asian languages to the classical ones--Arabic, Pali, Persian, and Sanskrit. As a result of the programs begun under Section 602 of Title VI of the National Defense Education Act of 1958, the University of Chicago has enlarged its South Asian language program to include five of the modern languages--Bengali, Hindi, Urdu, Tamil and Munda.

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SOUTH ASIAN LANGUAGES - THE UNIVERSITY OF CHICAGO (cont'd)

The 1960-61 schedule included Introductory Bengali, Intermediate Bengali, Advanced Bengali, Introductory Hindi, Intermediate Hindi, Introductory Urdu and the Cultural and Literary History of Bengal.

Research projects were also begun in these languages. Most of the projects involved the preparation of teaching materials or a study of some linguistic problem. As these projects are completed, additional courses will be offered. Plans are to begin language instruction in Tamil in the Fall 1961.

AUTOMATIC DATA PROCESSING COURSES - WASHINGTON AREA

Issue No. 3 of the Directory of Automatic Data Processing Courses prepared by the Bureau of the Budget (See OTR Bulletin, January-February 1961) was distributed in April 1961. In this issue ADP-Oriented Systems Analysis and Design training courses are identified in addition to those designated as Executive Orientation courses. Courses to be held in the Washington area include:

The American University

Fourth Institute on Information Storage and Retrieval, 12-16 February 1962

Eighth Institute on Electronics in Management, 30 October-3 November 1961

Automatic Data Processing Systems. A 3-semester hour credit course to be offered in the Summer and Fall 1961 (evenings)

Systems Analysis. A 3-semester hour credit course to be offered in the Fall 1961 (evenings)

Management of Documentation. A 3-semester hour credit course to be offered in the Fall 1961 (evenings)

George Washington University

Data Processing. A 3-semester hour credit course to be offered in the Fall 1961 (evenings)

Case Studies of Automatic Data Processing Systems. A 2-semester course (6 credit hours) to be offered Fall and Winter 1961-62 (evenings)

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AUTOMATIC DATA PROCESSING COURSES (cont'd)

Systems and Procedures Analysis and Design. A 3-semester hour credit course to be offered in the Fall 1961 (evenings)

U. S. Department of Agriculture, Graduate School

Seminar on Data Processing for Federal Executives. Schedule: Thirteen two-hour sessions on Tuesdays and Thursdays, 9:30-11:30 a.m., beginning on 26 September 1961

Thirteen two-hour sessions on Wednesdays and Fridays, 9:30-11:30 a.m., beginning 1 November 1961

TRAINING IN MANAGEMENT ANALYSIS - BUREAU OF THE BUDGET

The Bureau of the Budget, in agreement with the Civil Service Commission, is undertaking central leadership in providing training programs in management analysis and certain other management subjects. As part of this program, the following courses in management analysis have been scheduled:

Automatic Data Processing for the Systems Analyst	24 Jul - 4 Aug 61
Work Methods and Standards	7 Aug - 1 Sep 61
Work Planning and Control	7 Aug - 25 Aug 61
Management Statistics	11 Sep - 22 Sep 61
Statistical Quality Control	2 Oct - 20 Oct 61

The courses will be conducted by the Ordnance Management Engineering Training Agency (OMETA). Classes will be held daily from 9 a.m. to 4:30 p.m. in or near the Executive Office Building, 17th and Pennsylvania Avenue, N. W.

Participation is limited to Federal employees in the Washington area who are serving in management analyst positions or in positions requiring a substantial amount of work in, or a good understanding of, the subject matter of the course. A grade of GS-9 or above is also required for admission to all courses except Statistical Quality Control.

Training requests must be submitted to the External Training Branch six weeks prior to the beginning date of each course.

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TRANSPORTATION MANAGEMENT INSTITUTES - AMERICAN UNIVERSITY

American University's School of Business Administration has announced its management development program of transportation institutes for the Academic Year 1961-62. These full-time institutes are for middle management-level executives, present and prospective, and they emphasize current problems in management and government, regulation of transportation, and training in management procedures and problem-solving techniques. Institutes and dates:

Air Transportation Institute, 6-17 November 1961

Institute on Railroad Management, 8-19 January 1962

Institute of Industrial Transportation and Traffic Management,  
5-22 March 1962

Motor Transportation Management Institute, 9-13 April 1962

Ocean Shipping Management Institute, Unit I: 30 April - 4 May  
1962, Unit II: 7-11 May 1962

(Unit I is devoted to problems of management, traffic and operations; Unit II, to broad problems of administration and government shipping relations. Enrollment may be for either one or both units.

Details about each institute will be announced as they are made available by A. U.

AMERICAN MANAGEMENT ASSOCIATION PUBLICATIONS

Two reports available upon request:

"Simulation and Gaming: A Symposium" on:

Model Building for Management Games  
A survey of Business Games  
How Valuable is Simulation as a Training Tool?  
Simulation in Logistics Policy Research  
Simulation and Human Behavior  
A Bibliography on Simulation and Gaming

"User-Supplier Teamwork in Packaging Management" has five articles:

Package Quality, Value and Service  
The Who, When, Why, and How of Coordinated Specifications  
Services the Supplier Offers: Attacking the Whole Packaging Problem

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AMA PUBLICATIONS (cont'd)

Packaging Teamwork as a Key to Increased Sales  
Vendor Research Activity: A Du Pont Effort

FOREIGN SERVICE INSTITUTE

Beginning dates (July 1961 - February 1962) of selected FSI courses are given below. For planning purposes, the Department of State should be advised by the Office of Training of candidates for these courses at least one month in advance of the beginning date.

Area Courses

Foreign Area Analysis (1 week)

24 July  
14 August  
2 October  
27 November  
22 January

Regional Seminars (2 weeks): Eastern Europe, Latin America, Near East, Africa, South Asia, Southeast Asia, China, and Northeast Asia

31 July  
21 August  
9 October  
4 December  
29 January

Language Training

16-week courses

17 July	French, German, Spanish
14 August	French, Spanish
11 September	French, German, Spanish
9 October	French, Spanish
6 November	French, German, Spanish
4 December	French, Spanish
2 January	French, German, Spanish
29 January	French, Spanish
26 February	French, German, Spanish

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FOREIGN SERVICE INSTITUTE (cont'd)

Others

25X1A	24 July	Arabic [REDACTED] (18 months)
	31 July	African Language Program--Swahili and a West African dialect (10 months)
25X1A	7 August	Chinese [REDACTED] (24 months)
	14 August	Intensive Language and Area Training (Arabic, Cambodian, Chinese, Greek, Hindi, Hungarian, Indonesian, Persian, Polish, Romanian, Russian, Serbo-Croatian, Thai, Turkish, Vietnamese and possibly Finnish (10-24 months)
	8 January	Amharic and Burmese (10 months)
	29 January	Persian (10 months)

Mid-career Course on Foreign Affairs (12 weeks)

3 July  
25 September  
2 January

International Labor Affairs (4 weeks)

5 September

U. S. POWER SQUADRONS OFFER CLASSES IN PILOTING

United States Power Squadrons is a nationwide association of boatmen dedicated to the promotion of safety afloat. It conducts a program of free instruction in boating subjects. Elementary Piloting is the basic course and it is open to men and women. Lectures are on:

Equipment and Government Regulations  
Aids to Navigation  
Charts and Piloting  
Rules of the Road Afloat  
Seamanship  
The Mariner's Compass  
Safety Afloat  
Manners and Customs on Shipboard

The Washington Squadron conducts its Piloting course from the middle of September to the last of January, each year. During the spring,

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U. S. POWER SQUADRONS OFFER CLASSES IN PILOTING (cont'd)

courses in Seamanship, Advanced Piloting and others are offered to those who qualify as members of the Squadron.

Further information may be obtained by writing USPS Headquarters, Box 510, Englewood, New Jersey.

CAPITOL RADIO ENGINEERING INSTITUTE

The Capitol Radio Engineering Institute (CREI) at 3224 Sixteenth Street, N. W., Washington, D. C., offers both residence and correspondence courses in engineering technology. CREI's curricula are accredited by the Engineers' Council for Professional Development and the National Council of Technical Schools. All applicants must be high school graduates or have equivalent educational background.

Residence. CREI is authorized by the Board of Education of the District of Columbia to confer the Degree of Associate in Applied Science to students in the residence school who complete courses leading to a major in Control Systems Engineering Technology or Communications Engineering Technology. The curricula, which require 160 quarter credit hours, can be completed in nine quarters. Classes are offered day and evening.

Registration and starting dates for new students:

Summer Quarter 1961 - 26 June  
Fall Quarter 1961 - 20 September  
Winter Quarter 1961 - 18 December

Registration of former students will be held on the two days preceding the dates for new registrants.

Correspondence. Through its Extension Division, CREI offers programs leading to a diploma in Electronic Engineering Technology or Nuclear Engineering Technology. Certificates are awarded upon completion of Specialized Communications Engineering Technology, Specialized Aeronautical and Navigational Engineering Technology, Specialized Television Engineering Technology, Specialized Servomechanisms and Computer Engineering Technology, and Specialized Engineering Mathematics. One may enroll at any time.

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LECTURES AT NATIONAL WAR COLLEGE  
AND INDUSTRIAL COLLEGE OF THE ARMED FORCES

The National War College and Industrial College of the Armed Forces, both located at Ft. McNair, invite leading authorities from the Department of Defense, Department of State, and other Government agencies and from universities and industrial firms to lecture in their Senior Officer Courses. Both colleges send announcements of these lectures, and the Agency has an established quota for attendance. When a schedule is received in OTR, it is prepared for publication as a Special Bulletin and distributed to Training Officers of the DDS, DDI and the DDP and to the Offices of the DCI.

To attend a lecture an Agency employee must have a Top Secret clearance, be in the grade of GS-14 or above, or have the rank of Colonel. The NWC requires a guest to be registered five days in advance of a lecture. Registration is done through Training Officers, and the External Training Branch makes the final security and administrative arrangements for attendance.

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PROFESSIONAL MEETINGS

International Association of Personnel in Employment Security,  
Annual Convention, 48th, Washington, D. C., July 2-7, 1961.  
Ernest V. Connolly, Assistant Director  
1724 F. St., NW  
Washington, D. C.

Inter-American Traffic Seminar, Washington, D. C., Sep. 4-8, 1961.  
Travel Division  
Pan American Union  
Washington 6, D. C.

International Cargo Handling Coordination Association, General  
Assembly and Technical Conference, New York, Sep. 5-9, 1961.  
U. S. National Committee  
Room 1539  
111 Eighth Ave.  
New York 11, N. Y.

Association of American Geographers (Annual Meeting), 28 August -  
1 September 1961, Michigan State University, East Lansing,  
Michigan.

International Conference on Medical Electronics, New York, 16 July -  
21 July (Herman Schwan, Moore School of Electrical Engineering,  
University of Pennsylvania, Philadelphia 4, Pa.)

International Astronautical Federation, Congress, Washington, D. C.,  
2 October - 7 October (American Rocket Society, 500 Fifth Avenue,  
New York 36, N. Y. Chairman of the Congress: Dr. Samuel Herrick,  
c/o Space Technology Operation Aeronutronic, Ford Road, Newport  
Beach, California)

International Congress of Neurological Surgery, Washington, D. C.  
14 October - 20 October (Dr. Bronson S. Ray, Secretary General,  
525 E. 68th St., New York 21, N. Y.)

International Conference on High Magnetic Fields, Cambridge, Mass.,  
1 November - 3 November (H. H. Kolm, Lincoln Laboratory, Massa-  
chusetts Institute of Technology, Lexington 73, Mass.)

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PROFESSIONAL MEETINGS (cont'd)

International Symposium on Microchemical Techniques, University Park, Pa., Aug. 13-18, 1961.

H. J. Francis, Jr., Vice Chairman of the Symposium  
c/o Pennsalt Chemical Corp.  
P. O. Box 4388, Chestnut Hill P. O.  
Philadelphia 18, Pa.

International Conference on Photoconductivity, Ithaca, N. Y.,  
Aug. 21-24, 1961.

Prof. Elias Vurstein, Secretary  
c/o Dept. of Physics  
University of Pittsburgh  
Pittsburgh, Pa.

World Traffic Engineering Conference, Washington, D. C.,  
Aug. 21-26, 1961.

International Road Federation  
1023 Washington Building  
Washington 5, D. C.  
(With Meeting of Institute of Traffic Engineers)

International Conference of Ultrasonics in Medicine, 3d, Cleveland,  
Aug. 26, 1961.

Dr. J. H. Aldes, Secretary Treasurer  
4833 Fountain Av.  
Los Angeles, Calif.

American Institute of Biological Sciences, Annual Meeting, Lafayette, Ind., Aug. 27-Sep. 1, 1961.

John R. Olive, Assistant Executive Director  
2000 P. St., NW  
Washington 6, D. C.

International Conference on Coordination Chemistry, 6th, Detroit,  
Aug. 27-Sep. 1, 1961.

Dr. Stanley Kirschner  
c/o Dept. of Chemistry  
Wayne State University  
Detroit 2, Mich.  
(International Union of Pure and Applied Chemistry, Air Force  
Office of Scientific Research, Chemical Sciences Directorate and  
American Chemical Society, Inorganic Chemistry Division.)

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PROFESSIONAL MEETINGS (cont'd)

International Conference on Chemical Physics of Nonmetallic Crystals,  
Evanston, Ill., Aug 28-31, 1961.

O. C. Simpson, Conference Secretary  
Argonne National Laboratory  
9700 S. Cass Av.  
Argonne, Ill.

(American Physical Society, Divisions of Chemical Physics and of  
Solid State Physics, and American Chemical Society, Division of  
Physical Chemistry.)

International Heat Transfer Conference, Boulder, Colo., Aug. 28-  
Sep. 1., 1961.

S. P. Kezios, Secretary  
1961 International Heat Transfer Conference Committee  
c/o American Society of Mechanical Engineers  
29 W. 39th St.  
New York 18, N. Y.  
(American Society of Mechanical Engineers, American Institute of  
Chemical Engineers, Institution of Mechanical Engineers, and In-  
stitution of Chemical Engineers.)

International Conference on High Energy Accelerators and Instru-  
mentation, 2d, New York and Upton, N. Y., Sep. 6-9 and 11-12, 1961.

Dr. Gerald Tape  
c/o Brookhaven National Laboratory  
Upton, N. Y.

Parapsychological Association, Annual Congress, 4th, New York,  
Sep. 7-9, 1961.

W. A. Roll  
Box 6116  
College Station  
Durham, N. C.

Instrument Society of America, Instrument-Automation Conference  
and Exhibit, 16th, Los Angeles, Sep. 11-15, 1961.

William H. Kushnick  
Executive Director of the Society  
313 Sixth Av.  
Pittsburgh 22, Pa.

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# Military Reservist ACTIVITIES

Although it was stated in the last Bulletin that the list of military training courses available to reservists for the remainder of 1961 would be published in this issue, we find as we go to press that we still do not have complete catalog information from the military departments. As catalogs are received the Mobilization and Reserve Branch/MMPD will screen them and distribute pertinent extracts directly to reservists.

In line with the objective of assisting Agency military reservists to obtain active duty training tours which will enable them to maintain their proficiency and to achieve additional skills for performance of wartime duties, the following external and internal training courses have been or are being arranged:

## External

Navy Orientation Course - By special arrangement with CINCLANT and the Commander, Amphibious Training Command, U. S. Atlantic Fleet, the Agency has been authorized to send Army and Air Force Reservists to the U. S. Naval Amphibious Base, Little Creek, Norfolk, Virginia for orientation courses. The first group of twenty-five (25) reservists, to participate in the 5 June 1961 running, has already been selected. Applications for enrollment in a similar course commencing 17 July 1961 are now being accepted.

Reservists attending these courses will receive an orientation at Headquarters CINCLANT on the first day of training, after which they will enter the Amphibious Warfare Indoctrination (S.1) Course. During the second week of the S.1 Courses conducted in June and July reservists will have an opportunity to witness a practical training exercise in amphibious assault which will show the effective coordination existing today between the Army, Navy, Marine Corps, and Air Force.

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Special Warfare Courses - The proposed courses in Special Warfare which were announced in the March-April Bulletin have been approved by the Special Warfare Center, Ft. Bragg, N. C., the Continental Army Command, and the Office of Special Warfare. The courses will be conducted at Ft. Bragg in August and September--one in each month. The content is now being worked out by the Agency's Liaison Officer at Ft. Bragg, and exact dates, quotas, and other details will be announced by MMPD.

Internal

Special courses in Counter Guerrilla Warfare and Strategic Intelligence are now being prepared for internal presentation by the Reserve Active Duty Training Committee, which is composed of representatives from each of the military reserve units in the Agency. The Counter Guerrilla Course is being developed in coordination with the Special Warfare Center at Ft. Bragg. Personnel from the Department of State and the International Cooperation Administration are assisting CIA and the Center in organizing the pilot presentation. In developing the Strategic Intelligence Course, material from the Army's Strategic Intelligence School is being used as is selected material from Agency sources. Guest speakers will give portions of both courses, but much of the material will be presented by selected reservists attending the courses. Counter Guerrilla Warfare and Strategic Intelligence will be conducted at a training site away from Headquarters, with starting dates scheduled as follows:

Counter Guerrilla Warfare	17 Jul 1961
Strategic Intelligence	7 Aug 1961

Applications for schools and active duty tours for training must be submitted to the Mobilization and Reserve Branch/MMPD. Reservists are reminded that inasmuch as varying amounts of lead time, with four weeks as a minimum, are required by the sponsoring armed service, MMPD should be consulted as early as possible before a course begins. Additional information on programs for reservists may be obtained by calling extension 8128.

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# *Registrar's* REMINDERS

The revised July-December OTR schedule is included here. An asterisk is used in any change in date from one announced in a previous Bulletin or in the CY 61 Schedule of Courses.

Applications are sent to the Registrar through Training Officers who will notify the applicant of acceptance in a course. Close of registration is the Wednesday before the class begins.

	<u>COURSES</u>	<u>DATES OF COURSES</u>
25X1A6a	Administrative Procedures (Full-time 120 hrs) 136, [redacted] (Indicate Phase)	14 Aug - 1 Sep 16 Oct - 3 Nov
	Anti-Communist Operations (Part-time 80 hrs) 0830 - 1230 2103 Alcott	30 Oct - 24 Nov
25X1A6a	Budget and Finance Procedures (Full-time 80 hrs) 132, [redacted]	11 Sep - 22 Sep 13 Nov - 24 Nov
	CIA Review (Part-time 2 hrs) 117 Central (Form 73 is not required. Register with TO)	11 Jul 8 Aug 12 Sep 10 Oct
	Clerical Refresher Program (Part-time 20 to 30 hrs) 508, 1016 16th Street Pre-test for Shorthand on the Thursday before beginning date of course. Hours for test: 0930 - 1100	10 Jul - 4 Aug* 7 Aug - 1 Sep 11 Sep - 6 Oct 16 Oct - 10 Nov 20 Nov - 15 Dec

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COURSESDATES  
OF COURSES

Communist Party Organization & Operations (Part-time 80 hrs) 0830 - 1230 2103 Alcott	2 Oct - 27 Oct 27 Nov - 22 Dec
Conference Techniques (Part-time 24 hrs) Mon, Wed 0930 - 1130 2027 R&S	23 Oct - 29 Nov
Dependents Briefing (Part-time 6 hrs) 117 Central (Form 73 is not required. Register with TO)	5 Jul - 6 Jul 1 Aug - 2 Aug 5 Sep - 6 Sep 3 Oct - 4 Oct 7 Nov - 8 Nov 5 Dec - 6 Dec
Effective Speaking (Part-time 24 hrs) Mon, Wed 0930 - 1130 2027 R&S	11 Sep - 18 Oct 4 Dec - 22 Jan 62
Intelligence Orientation (Full-time 120 hrs indicate phase) R&S Auditorium	11 Sep - 29 Sep 6 Nov - 24 Nov
Intelligence Research - Maps & Photo- Interpretation (Part-time 45 hrs) M-W-F 0900 - 1200 2027 R&S	2 Oct - 3 Nov
Intelligence Review (Full-time 80 hrs) R&S Auditorium	2 Oct - 13 Oct
Management (Part-time 40 hrs) 0830 - 1230 155, [REDACTED] GS 11-13 GS-14 and above	19 Jun - 30 Jun* 11 Sep - 22 Sep 23 Oct - 3 Nov
25X1A	
Operations Support (Full-time 200 hrs) 136, [REDACTED]	11 Sep - 13 Oct 13 Nov - 15 Dec
25X1A6a	

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	<u>COURSES</u>	<u>DATES OF COURSES</u>
25X1A6a	Supervision (Part-time 40 hrs) 0830 - 1230 155, [REDACTED] GS 5-9	25 Sep - 6 Oct 20 Nov - 24 Nov (Ft - 40 hrs)
	GS 10 and above	4 Dec - 15 Dec
	Survey of Supervision and Management (Part-time 20 hrs) 0830 - 1230 155, [REDACTED]	13 Nov - 17 Nov
25X1A6a	Writing Workshops (Part-time 27 hrs) 1st Wk: M-T-Th Last 3 Wks: T&Th Basic Intermediate Advanced Pretest for Interm and Adv Writing Workshops will be given: 28 August (1330 hrs, 1331 R&S)	11 Sep - 5 Oct 16 Oct - 9 Nov 11 Sep - 5 Oct
	USSR - Basic Country Survey (Full-time 80 hrs) 2241 R&S	30 Oct - 10 Nov

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**OPERATIONS COURSES**

<u>CODE</u>	<u>DATES OF COURSES</u>
<u>402</u> (Full-time) 240 hrs	11 Sep - 20 Oct*
407 (Part-time) 60 hrs	25 Sep - 13 Oct 27 Nov - 15 Dec
409 (Full-time) 80 hrs	18 Sep - 29 Sep 27 Nov - 8 Dec
<u>416</u> (Full-time) 160 hrs	21 Aug - 15 Sep 20 Nov - 15 Dec
417 (Full-time) 120 hrs	11 Sep - 29 Sep 23 Oct - 10 Nov*
418 (Part-time) 4½ hrs (afternoon)	14 Jun, 1 Nov & 13 Dec
420 (Full & Part-time) 80 hrs	11 Sep - 29 Sep 30 Oct - 17 Nov
<u>425</u> (Full-time) 160 hrs	10 Jul - 4 Aug 9 Oct - 3 Nov
427 (Part-time) 40 hrs (afternoons)	13 Nov - 24 Nov
428 (Full-time) 80 hrs	9 Oct - 20 Oct 4 Dec - 15 Dec
429 (Part-time) 60 hrs	2 Oct - 20 Oct* 27 Nov - 15 Dec
436 (Full-time) 160 hrs	23 Oct - 17 Nov
<u>439</u> (Full-time) 160 hrs	30 Oct - 22 Nov*
442 (Full-time) 80 hrs	23 Oct - 3 Nov

25X1A6a

The underlined codes designate courses which are conducted at the [REDACTED] Registration for these closes two weeks before the starting date; for others it is one week (with exception of 436, which requires four weeks).

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LANGUAGE COURSES

Applications are sent to the Registrar through Training Officers. Students who intend to take one or more phases of a course must submit an application for each phase and may submit all applications when they first apply. Registration closes two weeks before the course begins.

<u>COURSE</u>	<u>DATES OF COURSE</u>
<u>Full-time</u>	
Arabic (Basic) RSW 1600 hrs (Lebanese-Palestinian Dialect)	16 Oct 61 - 17 Aug 62
Chinese (Basic) RSW 1600 hrs	25 Sep 61 - 27 Jul 62
Chinese (Intermediate) RSW 1600 hrs	11 Sep 61 - 27 Jul 62 (not previously announced)
Chinese (Advanced) RW 1820 hrs	18 Sep 61 - 17 Aug 62
Czech (Basic) RSW 1600 hrs	2 Oct 61 - 3 Aug 62 (cancelled)
French (Basic) RSW 800 hrs	11 Sep 61 - 9 Feb 62
French (Intermediate) RSW 400 hrs	18 Sep 61 - 24 Nov 61
German (Basic) RSW 800 hrs	18 Sep 61 - 16 Feb 62
German (Intermediate) RSW 400 hrs	25 Sep 61 - 1 Dec 61
Persian (Basic) RSW 960 hrs	18 Sep 61 - 16 Mar 62
Polish (Basic) RSW 1600 hrs	2 Oct 61 - 3 Aug 62 (cancelled)
Russian (Basic) RSW 1600 hrs	2 Oct 61 - 3 Aug 62

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LANGUAGE COURSES (cont'd)

<u>COURSE</u>	<u>DATES OF COURSE</u>
Russian (Intermediate) RSW 520 hrs	9 Oct 61 - 19 Jan 62
Spanish (Basic) RSW 800 hrs	18 Sep 61 - 16 Feb 62
 <u>Part-time</u> 	
Albanian (Basic) 90 hrs Reading - Ph I Three 2-hr classes a week	2 Oct 61 - 26 Jan 62
Arabic - Classical (Basic) 160 hrs Reading Two 2-hr classes a week	2 Oct 61 - 20 Jul 62
Arabic (Workshop) 60 hrs Reading One 3-hr class a week	9 Oct 61 - 9 Mar 62
Bulgarian (Basic) 90 hrs Reading - Ph I Three 2-hr classes a week	2 Oct 61 - 26 Jan 62
Bulgarian (Intermediate) 90 hrs Reading - Ph I Three 2-hr classes a week	2 Oct 61 - 26 Jan 62
Chinese (Basic) 120 hrs RSW - Ph I Three 2-hr classes a week	11 Sep 61 - 9 Feb 62 (not previously announced)
Chinese (Basic) 120 hrs RSW - Ph II Three 2-hr classes a week	11 Sep 61 - 9 Feb 62
Chinese (Basic) 120 hrs RSW - Ph III Three 2-hr classes a week	11 Sep 61 - 9 Feb 62 (cancelled)
Chinese (Basic) 120 hrs Reading - Ph II Three 2-hr classes a week)	11 Sep 61 - 9 Feb 62 (not previously announced)

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**LANGUAGE COURSES (cont'd)**

<u>COURSE</u>	<u>DATES OF COURSE</u>
Chinese (Basic) 120 hrs Reading - Ph III Three 2-hr classes a week	11 Sep 61 - 9 Feb 62
Czech (Basic) 90 hrs RSW - Ph I Three 2-hr classes a week	2 Oct 61 - 26 Jan 62
East European Languages 60 hrs (Albanian, Bulgarian, Czech, Hungarian, Polish, Serbo-Croatian) Workshop - Reading One 3-hr class and one 1-hr class a week	2 Oct 61 - 26 Jan 62 (not previously announced)
French (Basic) 60 hrs RSW - Ph III Three 2-hr classes a week	19 Jun 61 - 25 Aug 61
French (Basic) 100 hrs RSW - Ph I Five 2-hr classes a week	2 Oct 61 - 8 Dec 61
French (Intermediate) 60 hrs RSW - Ph I Three 2-hr classes a week	19 Jun 61 - 25 Aug 61
French (Intermediate) 60 hrs RSW - Ph I Three 2-hr classes a week	2 Oct 61 - 8 Dec 61
French (Intermediate) 60 hrs RSW - Ph II Three 2-hr classes a week	2 Oct 61 - 8 Dec 61
French (Basic) 60 hrs Reading Three 2-hr classes a week	2 Oct 61 - 8 Dec 61
French (Workshop) 60 hrs Reading Three 2-hr classes a week	19 Jun 61 - 25 Aug 61
German (Basic) 120 hrs RSW - Ph I Three 2-hr classes a week	18 Sep 61 - 16 Feb 62

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LANGUAGE COURSES (cont'd)

German (Basic) 120 hrs RSW - Ph II Three 2-hr classes a week	18 Sep 61 - 16 Feb 62
German (Intermediate) 120 hrs RSW - Ph I Three 2-hr classes a week	2 Oct 61 - 2 Mar 62
German (Basic) 120 hrs Reading - Ph II Three 2-hr classes a week	18 Sep 61 - 24 Nov 61
Greek (Basic) 300 hrs RSW Five 2-hr classes a week	11 Sep 61 - 20 Apr 62 (cancelled)
Hungarian (Basic) 90 hrs Reading - Ph I Three 2-hr classes a week	2 Oct 61 - 26 Jan 62
Hungarian (Intermediate) 90 hrs Reading - Ph I Three 2-hr classes a week	2 Oct 61 - 26 Jan 62 (cancelled)
Italian (Basic) 60 hrs RSW - Ph III Three 2-hr classes a week	19 Jun 61 - 25 Aug 61
Italian (Basic) 100 hrs RSW - Ph I Five 2-hr classes a week	2 Oct 61 - 8 Dec 61
Italian (Intermediate) 60 hrs RSW - Ph I Three 2-hr classes a week	19 Jun 61 - 25 Aug 61
Italian (Intermediate) 60 hrs RSW - Ph I Three 2-hr classes a week	2 Oct 61 - 8 Dec 61
Italian (Intermediate) 60 hrs RSW - Ph II Three 2-hr classes a week	2 Oct 61 - 8 Dec 61

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LANGUAGE COURSES (cont'd)

<u>COURSE</u>	<u>DATES OF COURSE</u>
Italian (Basic) 60 hrs Reading Three 2-hr classes a week	2 Oct 61 - 8 Dec 61
Japanese (Basic) 120 hrs RSW - Ph III Three 2-hr classes a week	25 Sep 61 - 23 Feb 62
Japanese (Basic) 120 hrs RSW - Ph I Three 2-hr classes a week	25 Sep 61 - 23 Feb 62
Japanese (Intermediate) 120 hrs RSW - Ph II Three 2-hr classes a week	25 Sep 61 - 23 Feb 62
Polish (Basic) 90 hrs RSW - Ph I Three 2-hr classes a week	2 Oct 61 - 26 Jan 62
Polish (Basic) 90 hrs Reading - Ph I Three 2-hr classes a week	2 Oct 61 - 26 Jan 62
Polish Seminar (Intermediate) RS - 40 weeks	2 Oct 61 - 3 Aug 62 (cancelled)
Romanian (Basic) 60 hrs RSW - Ph III Three 2-hr classes a week	19 Jun 61 - 25 Aug 61
Romanian (Basic) 100 hrs RSW - Ph I Five 2-hr classes a week	2 Oct 61 - 8 Dec 61
Romanian (Intermediate) 60 hrs RSW - Ph I Three 2- hr classes a week	19 Jun 61 - 25 Aug 61 2 Oct 61 - 8 Dec 61
Romanian (Intermediate) 60 hrs RSW - Ph II Three 2-hr classes a week	2 Oct 61 - 8 Dec 61
Romanian (Basic) 60 hrs Reading Three 2-hr classes a week	2 Oct 61 - 8 Dec 61

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**LANGUAGE COURSES (cont'd)**

<u>COURSE</u>	<u>DATES OF COURSE</u>
Romanian (Workshop) 60 hrs Reading Three 2-hr classes a week	19 Jun 61 - 25 Aug 61
Russian (Familiarization) 24 hrs Two 1-hr classes a week	2 Oct 61 - 22 Dec 61
Russian (Basic) 120 hrs RSW - Ph I Three 2-hr classes a week	2 Oct 61 - 2 Mar 62
Russian (Basic) 120 hrs RSW - Ph II Three 2-hr classes a week	2 Oct 61 - 2 Mar 62
Russian (Basic) 120 hrs RSW - Ph III Three 2-hr classes a week	2 Oct 61 - 2 Mar 62
Russian (Intermediate) 120 hrs RSW - Ph I Three 2-hr classes a week	2 Oct 61 - 2 Mar 62
Russian (Advanced) 90 hrs RSW - Ph I Three 2-hr classes a week	2 Oct 61 - 26 Jan 62
Advanced Russian: Background of Russia--Past and Present 90 hrs (Formerly announced: USSR Integrated) Three 2-hr classes a week	2 Oct 61 - 26 Jan 62
Russian (Intermediate Seminar) 80 hrs RS One 2-hr class a week	2 Oct 61 - 3 Aug 62
Russian (Advanced Seminar) 80 hrs RS One 2-hr class a week	2 Oct 61 - 3 Aug 62
Russian (Basic) 90 hrs Reading - Ph I Three 2-hr classes a week	2 Oct 61 - 26 Jan 62

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**LANGUAGE COURSES (cont'd)**

<u>COURSE</u>	<u>DATES OF COURSE</u>
Russian (Basic) 90 hrs Reading - Ph II Three 2-hr classes a week	2 Oct 61 - 26 Jan 62
Russian (Intermediate) 90 hrs Reading - Ph I Three 2-hr classes a week	2 Oct 61 - 26 Jan 62
Russian (Inter. Sci. & Tech) 90 hrs Reading - Ph I Three 2-hr classes a week	2 Oct 61 - 26 Jan 62
Russian (Inter. Sci. & Tech) 90 hrs Reading - Ph II Three 2-hr classes a week	2 Oct 61 - 26 Jan 62
Russian (Inter. Econ. & Polit.) 90 hrs Reading - Ph I Three 2-hr classes a week	2 Oct 61 - 26 Jan 62
Russian (Inter. Econ. & Polit.) 90 hrs Reading - Ph II Three 2-hr classes a week	2 Oct 61 - 26 Jan 62
Russian (Basic Special) 200 hrs Reading Five 1-hr classes a week	2 Oct 61 - 3 Aug 62
Russian (Workshop) 160 hrs Reading Two 2-hr classes a week	2 Oct 61 - 3 Aug 62
Russian (Intermediate) 225 hrs Interpreter Five 2-hr classes a week	2 Oct 61 - 26 Jan 62
Russian (Advanced) 90 hrs Interpreter Three 2-hr classes a week	2 Oct 61 - 26 Jan 62
Russian (Intermediate) 45 hrs RSW - Refresher One 3-hr class a week	2 Oct 61 - 26 Jan 62

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LANGUAGE COURSES (cont'd)

<u>COURSE</u>	<u>DATES</u> <u>OF COURSE</u>
Russian (Intermediate) 45 hrs Reading - Refresher One 3-hr class a week	2 Oct 61 - 26 Jan 62
Serbo-Croatian (Basic) 90 hrs Reading - Ph I Three 2-hr classes a week	2 Oct 61 - 26 Jan 62
Spanish (Basic) 60 hrs RSW - Ph III Three 2-hr classes a week	19 Jun 61 - 25 Aug 61
Spanish (Basic) 100 hrs RSW - Ph I Five 2-hr classes a week	2 Oct 61 - 8 Dec 61
Spanish (Intermediate) 100 hrs RSW - Ph I Five 2-hr classes a week	19 Jun 61 - 26 Aug 61
Spanish (Intermediate) 100 hrs RSW - Ph I Three 2-hr classes a week	2 Oct 61 - 8 Dec 61
Spanish (Intermediate) 100 hrs RSW - Ph II Three 2-hr classes a week	2 Oct 61 - 8 Dec 61
Spanish (Basic) 60 hrs Reading Three 2-hr classes a week	2 Oct 61 - 8 Dec 61
Spanish (Workshop) 60 hrs Reading Three 2-hr classes a week	19 Jun 61 - 25 Aug 61

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"NO ROOM ON CAMPUS FOR UNDER-ACHIEVERS"

In the hysteria caused by the tidal wave push for college entrance, admission to college has taken ways followed by the words "and they lived happily ever after." It is one of the obligations of the counselor to point out that getting in is not enough. One must stay in and graduate.

Many young people and their parents have no realization that one can be denied a college degree without ever having failed a course-- just by getting too low a grade point average to be permitted to continue at college. A student may miss the diploma by getting too many D's and C's and not enough A and B grades.

A policy which is being tried out or has been used during recent years is warning and then dropping or suspending the under-achiever. This is not a student who has flunked anything necessarily. It is the young man or woman with high potential who despite no signs of intense personal problems, social maladjustment or emotional instability, is satisfied with mediocre scholastic achievement.

Several colleges have gone back to a very early American college policy of "rustication" or withdrawal from the campus to think things over. Readmission is granted usually only after a year and if the student can convince college authorities that he is ready to put forth maximum effort.

Amherst tried this as a formal policy for two years and will continue counseling under-achievers on an informal plan. At Williams College there is a regular program of "counseling students out" who are not doing their best.

The latest college to announce a formal program to weed out under-achievers is Hamilton College where ten students have been warned that if they do not work up to their potential they face a year away from the halls of learning.

Source: "Lovejoy's College Guidance Digest"  
April, 1961

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REVISED PREREQUISITES FOR COUNTERINTELLIGENCE TRAINING

This course is designed for those whose assignments or duties require a basic familiarization with counterintelligence, regardless of place of employment within the Agency. In addition, those individuals intending to enroll in the CI Operations Course but who lack previous experience in the area of counterintelligence should be scheduled for CI Familiarization.

CI Operations: (a) Top Secret clearance  
(b) Operations training, headquarters or field counterintelligence experience or, lacking the latter, completion of the CI Fam Course  
(c) Approval of DDP/CI Staff (This approval is requested by OTR)

For additional information on objectives of this training or a discussion of course content, contact [REDACTED] of the Operations School/TR, on extension 3852.

25X1A

OPERATIONS FAMILIARIZATION RESCHEDULED

Formerly scheduled for 9 October, the Operations Familiarization Course (No. 21) has been rescheduled to start on 11 September and continue for six weeks through 20 October. The dates of Operations Planning and Management, a four-week instruction which normally follows Operations Familiarization and is restricted to personnel in the Clandestine Services, are 30 Oct - 22 Nov 1961.

Students are taught the fundamentals of clandestine operations and the basic techniques and methods of operations used by the field case officer. The course is designed for CS non-case officer personnel and non-CS officers who require familiarization with case officer functions and with the programs and operations of the Clandestine Services.

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INFORMATION REPORTS FAMILIARIZATION

A course given by the Operations School, Information Reports Familiarization, is one which can be useful to persons whose responsibility in the field will be to prepare information reports and to those persons who have recently returned from an overseas tour and will do reporting work at headquarters. Those going overseas learn about the appropriate organization and clear expression of written material and are instructed in the official format for both the basic CS information report and the intelligence cable. Individuals who have just completed a tour have an opportunity in this course to review procedures and be brought up to date on the official format used in report writing.

The course is primarily a workshop, and only about one-fifth of the student's time is devoted to briefings. The rest of the time is spent in preparing information reports in finished form. Some of these reports are originals which are written from raw material supplied by the student's office; others are rewrites of current disseminations. In rewriting, each student reorganizes and re-expresses the material and then adapts it to official format. In each case he must, of course, be able to defend what he has done.

The greatest usefulness of the course to date has been to reports novices in the field who are faced with the necessity of preparing finished intelligence cables and information reports. However, experienced reports writers who have been away from sources of instruction for some time have also benefited from this training.

Application of the basic principles of writing does not vary from one kind of report to another. The main problem is organizing and expressing the material to meet a special purpose or special format. Since the course is flexible enough for such adaptation, its values are not limited to just those students interested in the CS information report. Any individual wanting to improve his reports should benefit from this instruction.

If it becomes necessary for Information Reports Familiarization to be given tutorially, coverage remains the same. It is not possible to cut the amount of work that is included. Further information on the course can be obtained from [redacted] Chief Instructor, on extension 8175.

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DDP POLICY ON TUTORIAL LANGUAGE TRAINING

In a Special Bulletin dated 6 April 1961, OTR communicated to DDP, DDI and DDS Training Officers its urgent need for tutors in French and Italian. This ples serves to point up the need to use tutorial training sparingly and wisely.

Accordingly, all supervisors are instructed to observe, in requesting language training, the principle that training in regular classes is the normal method, and that resort to tutorial training shall be had only in exceptional cases and where required by security considerations, unavoidable pressure of time, or other valid reasons.

PERSONNEL CHANGE IN OPERATIONS SCHOOL

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[REDACTED] is the new Chief of OTR's Operations School. He succeeds [REDACTED] who has returned to the Clandestine Services as Training and Qualifications Review Officer. [REDACTED] extension is 3102 and his room number is 201C, [REDACTED]

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**OPERATIONS COURSES**

Registration for courses conducted at the [REDACTED] 25X1A closes two weeks before the starting date; for others it is one week, except for Clan. Scientific & Tech. Ops, which requires four weeks.

<b><u>COURSE</u></b>	<b><u>DATES OF COURSES</u></b>
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25X1A

25X1A	<u>Cable Refresher</u> (Part-time 4½ hrs--afternoon)	14 Jun 1 Nov 13 Dec
	153 [REDACTED]	Four one-hour lectures, illustrating how soundly organized and effectively phrased cables, and consideration for technical communication matters can save time and reduce cable traffic.
	<u>Clandestine Scientific &amp; Technical Operations</u> (Full-time 160 hrs)	23 Oct - 17 Nov
25X1A	153 [REDACTED]  Instruction in scientific and technical collection responsibilities of the Clandestine Services, identification of gaps in collection, and use of special techniques in collecting this type of intelligence. Classroom instruction is supplemented by field trips to installations concerned with nuclear energy, guided missiles, biological and chemical warfare, and nuclear submarines.	
25X1A	<u>Clandestine Services Liaison Operations</u> (Part-time 60 hrs) 0830 - 1230 110 [REDACTED]	2 Oct - 20 Oct* 27 Nov - 15 Dec

For CS officers supporting liaison operations and DDS officers assigned to work in direct support of CS liaison operations. Development, establishment, and maintenance of liaison operations are covered.

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CIA INTERNAL USE ONLYOPERATIONS COURSES (cont'd)DATESOF COURSESCOURSEClandestine Services Review  
(Full-time 80 hrs)18 Sep - 29 Sep  
27 Nov - 8 Dec

25X1A

153 [REDACTED]

For officers returning from field assignments or nominated for senior service schools. Current organization and function of the Clandestine Services, and responsibilities and functions of the offices of the DDI and DDS are reviewed. Coverage is given to current governmental policy-making, implementing, and coordinating mechanisms in the counterintelligence action and collection fields.

CI Familiarization  
(Full-time 80 hrs)9 Oct - 20 Oct  
4 Dec - 15 Dec

25X1A

118 [REDACTED]

This basic instruction in counterintelligence covers concepts, definitions, and objectives of CI; organization and functions of selected CI targets; skills and techniques in detecting and investigating CI targets; Hqs CI support structure; and procedures in recording, reporting, and disseminating CI information.

CI Operations  
(Total 80 hrs)11 Sep - 29 Sep  
30 Oct - 17 Nov

25X1A

1st week: Full-time

2nd &amp; 3rd weeks: Part-time (0830 - 1230)

118 [REDACTED]

Covers CI concepts within the Agency and the latter's mission and position within the U. S. CI community, in addition to target interests in foreign intelligence services. The range of CI operational activity, involving double agents, liaison, penetration, defectors, [REDACTED] is described.

25X1A

Covert Action Operations  
(Part-time 60 hrs)25 Sep - 13 Oct  
27 Nov - 15 Dec

25X1A

132 [REDACTED]

Designed to improve the proficiency of Clandestine Services Officers in planning and conducting covert action operations through an understanding of current CIA/DDP missions, programs, and doctrines. Situations which require or are suitable for covert action are discussed, and techniques, tactics, and campaigns are analyzed and evaluated.

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OPERATIONS COURSES (cont'd)

DATES  
OF COURSES

COURSE

25X1A



Information Reports Familiarization

13 Nov - 24 Nov

(Part-time 40 hrs)

25X1A

118 [REDACTED] For intelligence and administrative assistants who are being considered for assignment as jr. reports officers or who have field assignments involving final CS-type and cable information reports. The official format of each type of information report is studied, and students prepare cables and CS-type reports during laboratory practice.

Information Reporting, Reports, and Requirements

11 Sep - 29 Sep  
23 Oct - 10 Nov\*

(Full-time 120 hrs)

25X1A

110 [REDACTED] For Clandestine Services personnel whose responsibilities are directly associated with reporting of intelligence and operations information. Practical exercises cover the entire cycle of reporting--general requirements, collection of information, making an operations report, writing a raw information report, and putting the report into finished form.

Operations Familiarization

11 Sep - 20 Oct \*

(Full-time 240 hrs)

25X1A

[REDACTED] For Clandestine Services personnel and non-CS officers whose responsibilities in support of operations require familiarization with case officer functions. Course gives students a basic understanding of the fundamentals of clandestine operations and a familiarization with basic techniques and methods of operation used by the case officer to accomplish his mission.

Operations Planning and Management

30 Oct - 22 Nov\*

(Full-time 160 hrs)

25X1A

[REDACTED] For CS personnel only, this course provides training in depth in case officer functions adequate for Hqs or field personnel who are assigned to non-agent handling positions, or those assigned to staff positions where knowledge of certain of these functions is essential to discharge support responsibilities.

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